

CA01587

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Security Information

13 January 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU : Chief, Classification and Wage Administration
Division
SUBJECT : Changes in EE Division Headquarters T/O

1. It is requested that the following change in the EE Division Headquarters T/O be authorized:

EE/PW

FROM: GS-318-5/7-78, Secretary-Steno

TO : GS-301-5 -78, Clerk-Typist

2. This request is based upon a realistic approach of refraining from labeling our positions so as to require stenographic qualification in those positions where such duties are in minority and could be performed by someone other than a qualified stenographer.



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